

**Post Title:** Trainee Technical Officer

**Post Hours:** 37 hours per week

**Grade:** Scale 1 – S01  
(Career Grade - Progression through the grade is determined via Career Grade Guidelines)

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**Responsible to:** Residential Team Leader

**Responsible for:** None

**Main Contacts Associated with Principal Duties:**

- Daily within the service area.
  - Frequently with other service areas and the Directorate.
  - Frequently with members of the public and elected members.
  - Frequently with contractors.
  - Frequently with the occupational therapy team.
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**Job Purpose:**

To assist and support the Residential Team in a range of duties primarily relating to the delivery of Disabled Facilities Grants and other areas within the remit of the service. This involves visiting properties, surveying and identifying required adaptations, drawing up plans and specifications as necessary. The post holder will need to liaise with clients, their families, occupational therapists, and contractors as necessary.

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**Control of Resources:**

None.

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**Main Duties and Responsibilities:**

1. To be trained towards attaining Technical Officer Status and gaining relevant qualifications.
2. To assist in giving advice on various grant schemes to customers, occupational therapists, and other external providers, and to respond to enquiries from members of the public.
3. To assist in undertaking the survey and design of various disabled adaptation schemes within the Residential Team.
4. To deal with complaints raised by the public.
5. To assist in preparing detailed drawings for disabled adaptations
6. To gain experience in all work areas within the Residential Team as part of the training regime.
7. To be responsible for the effective implementation and control of those aspects of health and safety under their concern, and to ensure that all contractors working for the department on contracts for which they are

responsible comply fully with all aspects of the service area's Health and Safety Policy and Codes of Safe Working Practice.

8. To contribute suggestions/new ideas for improvements to service delivery.
9. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

Selection Criteria	Essential or Desirable	Assessment Method
<b>Qualifications</b>		
1. National Qualifications Framework Level 2 qualifications in English and Maths (GCSE grade A* to C or equivalent).  To possess the minimum qualifications for acceptance onto the Construction Design and build qualification (Level 4) (HNC or equivalent).	Essential	Application Certification
2. The possession of a current valid driving licence and have a vehicle available to use at work.	Essential	Application Certification
<b>Knowledge, skills, abilities and experience</b>		
3. Willing and able to continue with academic training to level 4 (HNC) level.	Essential	Application Interview
4. The ability to work on an individual basis and as part of a team with minimal supervision.	Essential	Application Interview
5. The ability to communicate technical information clearly to customers, colleagues and other agencies both verbally and in writing.	Essential	Application Interview Test
6. The ability to interpret technical drawings and plans.	Desirable	Application Interview
7. Ability to organise, prioritise and manage own workload effectively in a busy office, working to deadlines etc.	Essential	Application Interview Test
8. Ability to record details of inspections systematically in relation to grant funded works	Essential	Application Interview
9. Ability to use Microsoft Office computer software (including Word, Excel and Outlook)	Essential	Application Interview
10. The ability to deal with the public in a courteous and helpful manner, taking account of any diversity needs	Essential	Application Interview
11. Commitment to own professional development.	Essential	Application Interview
<b>Special requirements</b>		
12. None.	N/a	N/a
<p><b>This post is subject to pre-employment and probationary drug and alcohol testing.</b></p> <p><b>It will then be part of the ongoing random testing regime for safety critical posts.</b></p>		

Date: 26<sup>th</sup> June 2023

CAREER GRADE GUIDELINES: Trainee TO		
Qualifications/Experience/Competencies	Grade	Duties/Levels of Responsibilities
<ul style="list-style-type: none"> <li>4 GCSEs at C or above including Maths and an English-related subject</li> </ul>	Scale 1	<ul style="list-style-type: none"> <li>Willing to study for relevant qualification in Construction Design and build qualification (Level 4) (HNC or equivalent),</li> <li>General office duties</li> </ul>
<ul style="list-style-type: none"> <li>Commencement of Year 1 of a Construction Design and build qualification.</li> <li>General office duties</li> </ul>	Scale 2	<ul style="list-style-type: none"> <li>Willing to study for relevant qualification in building surveying, construction, etc,</li> <li>Assisting with surveys</li> <li>Assisting with the preparation of plans and technical drawings</li> <li>Dealing with enquiries from members of the public</li> </ul>
<ul style="list-style-type: none"> <li>Successful completion of Year 2 of a Construction Design and build qualification (Level 4) (HNC or equivalent), (studied on a part-time basis whilst working within the department)</li> <li>Technical and general office duties</li> </ul>	Scale 3	<ul style="list-style-type: none"> <li>Studying for relevant qualification</li> <li>Surveying</li> <li>Preparing plans and technical drawings</li> <li>Dealing with the public and outside organisations.</li> <li>Personal responsibility for small projects under general direction from senior staff</li> </ul>
<ul style="list-style-type: none"> <li>Successful completion of Construction Design and build qualification (Level 4) (HNC or equivalent), (studied on a part-time basis whilst working within the department)</li> <li>Technical and general office duties</li> </ul>	Scale 4	<ul style="list-style-type: none"> <li>Studying for relevant qualification</li> <li>Personal responsibility for small to medium projects under general direction from senior staff</li> <li>To undertake surveys, design and preparation of bills of quantities of a more complex nature</li> <li>Supervision of works on site by direct labour or contract</li> </ul>
<p>Construction Design and build qualification (Level 4) (HNC or equivalent), (studied on a part-time basis whilst working within the department) plus meets the following competencies:</p> <ul style="list-style-type: none"> <li>Ability to use a computer drafting package such as Autocad or equivalent.</li> <li>Ability to design spaces accessible to people with disabilities, especially bathrooms and bathing facilities.</li> </ul>	Scale 5	<ul style="list-style-type: none"> <li>Personally responsible for medium size schemes or projects including design and supervision of construction with supervision on an ad-hoc basis.</li> <li>Accepting full designation as DFG Technical Officer's representative on small to medium size contracts and participating in office and contractor meetings under the direction of senior staff</li> <li>Supervision and guidance of more junior staff appropriate to the duties allocated</li> </ul>

<ul style="list-style-type: none"> <li>• Extensive experience of a range of projects or 2 years post qualification experience</li> </ul>		
<p>Construction Design and build qualification (Level 4) (HNC or equivalent), (studied on a part-time basis whilst working within the department) plus meets the following competencies:</p> <ul style="list-style-type: none"> <li>• Comprehensive knowledge of house building construction practice, current Building Regulations and understanding of the defects in buildings of all ages and the remedies that can be applied.</li> <li>• Ability to design spaces accessible to people with disabilities, especially bathrooms and bathing facilities.</li> </ul>	Scale 6	<ul style="list-style-type: none"> <li>• Personally responsible for medium to large size scheme or projects including design and supervision of construction.</li> <li>• Full designation as Technical Officer and representing the Service at officer and contractor meetings with guidance available.</li> <li>• Supervision, guidance and training of more junior staff relative to the duties involved</li> </ul>
<p>Construction Design and build qualification (Level 4) (HNC or equivalent), (studied on a part-time basis whilst working within the department) plus meets the following competencies:</p> <ul style="list-style-type: none"> <li>• Comprehensive knowledge of house building construction practice, current Building Regulations and understanding of the defects in buildings of all ages and the remedies that can be applied.</li> <li>• Ability to design spaces accessible to people with disabilities, especially bathrooms and bathing facilities</li> <li>• Ability to produce schedules of work, plans and basic costings in relation to grant funded works.</li> <li>• Knowledge of the legal framework of Disabled Facilities Grants and the Housing Health and Safety</li> </ul>	SO1	<ul style="list-style-type: none"> <li>• Personal responsibility for design and supervision of large-scale schemes or complex designs</li> <li>• Representing the Service Manager on working parties and ad-hoc groups and at meetings with developers and contractors, etc</li> <li>• Accepting full designation as DFG Team's representative</li> <li>• Preparation and presentation of technical and committee reports</li> <li>• Some responsibility for more junior members of staff</li> <li>• Provision of advice to the Residential Team Leader in relation to projects for which they are specifically responsible</li> </ul>

Rating System		
<b>NOTE:</b> There is a bar at the top of each grade. Progression to each level is dependent on the availability of work commensurate with the grade at the higher level. Progression is also dependent on the employee’s satisfactory performance at their existing level and having the potential to perform satisfactorily at the higher level.		